



Brixham Town Council

In Kind Support Policy

Adopted May 2014 Minute number 1464

Review due May 2015

Review History

Reviewed. (*May 2015*)

Brixham Town Council ‘In kind’ support Policy and Guidelines

This policy relates to in-kind support and assistance for community groups from Brixham Town Council. The use of council-owned assets by community groups and local organisations can deliver facilities where they are most needed. Therefore the Council will consider applications for ‘in kind support’. Applications will be determined by Brixham Town Council Finance and General Purposes Committee.

Definition of ‘in kind support’.

- Providing use of Council facilities, including meeting rooms and help with mailings
- ‘Secondment’ of a member of staff to work with the community group, for a limited period within the parameters of staff availability, where a member of the Council’s staff helps on an agreed basis whilst remaining employed (and paid) by the Council
- Providing expertise and advice, whether by contributing a member of staff/Councillor to the group’s management board, or over the telephone on a one-off basis.

For financial support a grant application should be made.

1. Purpose

This policy provides for the control of the provision of in-kind support and use of Brixham Town Council equipment to and by community groups and local organisations within the Brixham Town Council area. This policy outlines requirements that must be adhered to in relation to expenditure, which ensures that Council is acting in accordance with the public interest and Council policies.

2. Organisational Scope

This policy relates to expenditure by Council in the form of in-kind support to community organisations (such as free venue hire and provision of materials) and use of Council equipment, and provides guidelines for both Council and community groups.

3. Policy Statement

This policy documents the principles governing in-kind support to community organisations which will ensure that public monies are utilised prudently and appropriately.

4. Guidelines

4.1 Overview

All in-kind support, or free use of Council equipment (herewith termed as ‘support’) to Community Organisations must be incurred in the public interest. This means that the council officer (or Council) authorising the expenditure must confirm that the support is in the public’s interest and the organisation must meet the definition of “Community Organisation” (as outlined below).

The support must be reasonable, having regards to the benefit to the Council or the public.

The Council is to be recognised for all support with appropriate recognition (as sponsor or supporter) to be agreed to by the Clerk.

4.2 In-Kind Support to Community Organisations

The Council delegates authority to the Clerk to grant in kind support to community organisations at their written request. All requests for in-kind support must be in writing to the Clerk at least 4 weeks prior to the event or the date assistance is required. Even given these delegations, the Clerk may at her/his discretion, refer a request to Council for determination.

4.3 Use of Council Meeting Rooms and Council Facilities by Community Organisations

4.3.1 The Council will make available meeting Rooms 1 and 2 for use by Community Organisations (see definition at section 7) based in the Brixham Town Council area for meetings at no charge.

It should be noted that the existing charge structure for the Town hall facilities incorporates substantial concessions for community organisations and that, apart from the provision of the free of charge room hire from time to time by Council as identified above, no further concessions be applied by Council outside of the fees and charges schedule adopted by Council from time to time unless expressly approved by the clerk or council.

4.4 Use of Council Equipment by Community Organisations

Where any Council equipment is requested to be used by a Community Organisation, the clerk, or Officers may approve such use provided:-

- a) The event to be undertaken are on land available for use by the general public either directly or by membership of the Community Organisation;
- b) All required approvals for the event have been obtained by the Community Organisation;
- c) The timing of the use, or preparation for use, does not interfere with Council's normal works;
- d) Application is made in writing to clerk for such use in advance (applicants should give at least four weeks notice to maximise the probability of the equipment required being available);
- e) Approval of such use is given by the clerk in accordance with this policy and shall only be approved upon the organisation signing an acknowledgment agreeing to be bound by these conditions;
- f) The equipment shall be returned clean and in a good condition by the agreed return time by the organisation;
- g) All breakages, damages or losses as a result of the use by the organisation shall be at the cost of the organisation;
- h) In kind support provided by the clerk or an officer is to be remunerated by the council during the time spent on that in kind support;
- i) Organisations in receipt of assistance under this policy are required to provide appropriate acknowledgement of the Council assistance provided in any publicity or correspondence with respect to the event for which assistance is being provided.

5. Application and Approval Process

Application for in kind support can be made via e mail, by phone or in person and any equipment must be signed for on the equipment loan form (sample at Appendix 1).

The approval process is outlined above.

6. Review and Annual Report

A review of all discretionary relief awards will be carried out annually by the F&GP Committee. All community groups and local organisations in receipt of 'in kind support' will all be invited to renew their applications and advised of what documentation they will need to provide at that time.

The Council will estimate the cost 'in kind support' given to Community Organisations and a summary of this is to be included in the Town Council Annual Report.

7. Definition

"Community Organisation" is defined as, but not limited to:

- a) *An entity that carries on activities for a public purpose in Brixham and it is a Brixham entity that has no existing funding.*

7.1 In addition, before consideration is given to providing Council assistance to community groups or organisations it is a pre-requisite that:

- a) Such groups must be not-for-profit organisations;
- b) Membership is open to the public and not restricted in any unreasonable way;
- c) Membership statistics are provided giving details of the number of current members;

- d) A copy of the current constitution be provided to Council; and
- e) There are no sources of funds for the organisation at the time of the request.

Appendix 1 equipment loan form



Brixham Town Council

Hi-Vis Jackets Form

Date of loan of Jackets

I Representing

have taken on loan 12 Hi Vis jackets for use at

I undertake on behalf of the hiring group or person to return the Hi Vis Jackets in the same condition as received and will be liable to pay for any replacement or repair of the Jackets in the event of damage or loss.

Date of event inclusive

Signed

Date of return

Jackets returned in good order

jackets returned requiring repair

jackets not returned and to be invoiced

..... Signature of Town Council officer

Jackets to be returned within four days of the event end date